

# Commonwealth of Virginia



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# Construction & Professional Services Manual

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Department of General Services  
Division of Engineering & Buildings  
Bureau of Capital Outlay Management

**July 1, 2004**

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# CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

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## PREFACE

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The Commonwealth of Virginia Construction and Professional Services Manual – 2004 (called the **Manual**, or **CPSM**) is published under the authority of §2.2-1132, Code of Virginia, as amended, and sets forth the standards, policies, terms, conditions, and procedures to be followed by all departments, agencies, and institutions of the Commonwealth in procuring professional services, designs and constructions of all structures (except roads and bridges which are under the purview of the Virginia Department of Transportation) which are on state property to include new construction, and renovations, modifications and additions to existing facilities. The technical standards set forth in this **Manual** establish the levels of design, quality, energy efficiency, and performance required for projects on state property in addition to the minimum standards required by the applicable codes and standards for the project. These standards are intended to assure the protection of the public health, safety, welfare and accessibility as well as the protection of real property insofar as the use and occupancy of buildings on state property are concerned. The administrative and procedural requirements are intended to assure conformance with the Virginia Public Procurement Act, the Acts of Assembly (also called the Appropriations Act), and applicable Executive Orders and Fiscal Policies.

The Director of the Bureau of Capital Outlay Management, acting under the authority of the Director of the Division of Engineering and Buildings, Department of General Services, is responsible for the authoring, compiling, editing, publishing, maintaining and administration of the **Manual**. The Director of the Division of Engineering and Buildings is the Building Official for all construction on state property as authorized by §36-98.1, Code of Virginia as amended. The Division of Engineering and Buildings also has the statutory responsibility under §2.2-1159.B to establish standards for accessibility for the physically disabled and has the statutory responsibility under §2.2-1161 to assure compliance with the standards established. By written agreement with the Department of Housing and Community Development (DHCD), the State Fire Marshal's Office assists the Building Official by providing on-site Fire Safety inspections of buildings / facilities on state property.

This 2004 CPSM edition has been revised and updated to include legislation recently adopted, policies established by direction of the Governor, changes to the Uniform Statewide Building Code and referenced standards, and changes to DGS, DPB and DEB policies and procedures. The format and organization of the **Manual** has been revised from the previous editions to include Chapters 1 through 17 and Appendices A through Z, some of which are reserved for future material.

Significant changes or additions include:

- Chapter 7 contains information of codes, standards and policies which are mandatory in the design of a project.
- Chapter 9 establishes additional design policies and guidelines which must be followed unless a waiver is granted by the Director, DEB.
- Chapter 12 provides information on Building Official requirements for Permits and Certificates of Use & Occupancy.
- Chapter 13 provides guidance on Master Plans and Site or campus Master Utility Plans.
- Chapter 14 provides agency guidance and requirements for the Capital Outlay process.
- Chapter 15 provides guidance for agencies on Building Official requirements for various CO-forms for Non-Capital projects and for project which are exempt from the Capital Outlay process.

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# CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

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## PREFACE

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- Chapter 16 provides requirements and guidance for agencies for establishing and using the Building Committee.

The **A/E Manual - 2004** is not a separate manual but is now defined as Chapters 1 thru 10 and Appendices A through Z of the **2004 CPSM** and is incorporated by reference in the A/E contract for services. Any entity providing A/E and/or related services to the Commonwealth, including its departments, agencies and institutions, should be familiar with the contents and requirements of the **A/E Manual-2004** and base its fee proposal, services and Contract on the **A/E Manual-2004**.

The **Commonwealth of Virginia Construction and Professional Services Manual – 2004 (called the Manual, or CPSM)** is effective July 1, 2004, and supersedes the previous editions of the 12/96 edition of the CPSM including its Revisions 1, 2, 3, 4, and 5. This Manual is being published electronically in ‘pdf’ format and is available for download from the BCOM Website, URL <http://bcom.dgs.virginia.gov>. Paper copies will be available for purchase using the order form on the website. Revisions to the **Manual** will be made electronically and posted on the website. Holders of the paper copies will be responsible for downloading the revisions and posting same to their copy of the manual. Paper copies of the revisions will not be provided to holders of the paper copies.

Comments, suggestions or requests for clarifications and/or interpretations of the **Manual** should be e-mailed to [manuals@dgs.state.va.us](mailto:manuals@dgs.state.va.us). To contact the authors, call William W. Scott, PE at [bscott@dgs.state.va.us](mailto:bscott@dgs.state.va.us) or (804) 786-6292 or W. Michael Coppa, RA at [mcoppa@dgs.state.va.us](mailto:mcoppa@dgs.state.va.us) or (804) 786-4398.

BCOM and I acknowledge the following who have contributed to this edition of the **Manual**:

Richard F. Sliwoski, P.E., the Director of the Division of Engineering and Buildings who was the guiding light and cool head in the process.

Members of State Agency Facilities Staff who made valuable input and who provided comments on the ‘draft’;

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# **CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004**

## **PREFACE**

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I trust you will find this 2004 edition of the Construction and Professional Services Manual to be user friendly, easy to understand, helpful in determining requirements, clear as to the intent, and a road map to providing the services, submittals, forms and approvals as you travel through the process of constructing your project.

William W. Scott, P.E.  
Director  
Bureau of Capital Outlay Management

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# CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

## RECORD OF REVISIONS

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<u>Revision #</u>	<u>Date of Revision</u>	<u>Date Posted</u>	<u>Posted By</u>
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# **CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004**

## **TABLE OF CONTENTS**

---

### **PREFACE**

### **RECORD OF REVISIONS**

### **CHAPTER 1: INTRODUCTION**

- 101.0 General
- 102.0 Manual Organization
- 103.0 Capital Outlay vs. Non-Capital Outlay Projects
- 104.0 Design Philosophy
- 105.0 Forms
- 106.0 Index

### **CHAPTER 2: DEFINITIONS**

- 201. General
- 202. Terms and Definitions

### **CHAPTER 3: GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES**

- 301.0 General Policies for Architectural/Engineering Services
- 302.0 Professional Services
- 303.0 Taxpayer Identification Number
- 304.0 Relationship of A/E to Owner
- 305.0 Architect / Engineer's Manual
- 306.0 "Design-not-to-exceed" Cost as Related to the A/E Contract
- 307.0 Code and Regulatory Compliance
- 308.0 Design Errors and/or Omissions and A/E Liability Insurance
- 309.0 Other Insurance Required of the A/E
- 310.0 Ownership of Documents and Materials
- 311.0 Standard Plans
- 312.0 Requirements for A/E Seals & Signatures
- 313.0 Subcontracts
- 314.0 Modification of the A/E Contract (A/E Change Orders)
- 315.0 Payments to the A/E
- 316.0 Payments by A/E
- 317.0 Audit
- 318.0 Conflicts of Interest
- 319.0 Release of Information pertaining to Project Design
- 320.0 Default
- 321.0 Termination of Contract by Owner
- 322.0 Assignment of Contract

---

# **CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004**

---

## **TABLE OF CONTENTS**

---

- 323.0 Anti-trust
- 324.0 Ethics in Public Contracting
- 325.0 Anti-Discrimination
- 326.0 Contractual Disputes
- 327.0 Applicable Law and Courts
- 328.0 Prohibition of Alcohol and Other Drugs at the Workplace
- 329.0 Design of Security Systems
- 330.0 Use of Standard Forms and Formats
- 331.0 Reports on the Participation of Small Businesses and  
Businesses Owned by Women and Minorities

### **CHAPTER 4: PROCUREMENT PROCEDURES FOR PROFESSIONAL SERVICES**

- 401.0 General Policy on Procuring A/E Services
- 402.0 Procurement of Related Services
- 403.0 Project Scope of Work
- 404.0 Requests For Proposals
- 405.0 Advertisements for Professional Services
- 406.0 Small Business and Businesses Owned by Women and Minorities
- 407.0 Standard Formats for Responses to Requests for Proposals
- 408.0 Procedures for Qualifications Based Selection of the A/E's
- 409.0 Procedures for Category A - "Emergency Procurement of Professional Services"
- 410.0 Procedures for Category B - "Small Purchase Procurement of Professional Services"
- 411.0 Procedures for Category C - "Standard Professional Service Procurement"
- 412.0 A/E Term Contracts
- 413.0 Contract Forms To Be Used
- 414.0 General Terms and Conditions for Professional Services
- 415.0 eVA Business-to-Government Vendor Registration

### **CHAPTER 5: BASIC SERVICES & RESPONSIBILITIES**

- 501.0 Responsibilities of Agency to A/E
- 502.0 Quality of Work
- 503.0 Standards for A/E Services
- 504.0 A/E Basic Services
- 505.0 Work not included in the Scope of Basic A/E Services
- 506.0 Identification of Documents and Materials
- 507.0 Interior Design Services for Furniture, Furnishings  
& Decorations for Building Projects
- 508.0 A/E Performance Evaluation

### **CHAPTER 6: FEES AND PAYMENTS FOR A/E SERVICES**

---

# **CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004**

---

## **TABLE OF CONTENTS**

---

601.0	Architectural and Engineering (A/E) Fees
602.0	A/E Fee Proposal Standards and Guides
603.0	A/E Fee Proposal Worksheet (Form CO-2.3)
604.0	Proportioning of the A/E Fee and Payments
605.0	Determining Charges for Changes in the Scope of Work
606.0	Changes to A/E Contract

### **CHAPTER 7: ENGINEERING REQUIREMENTS, POLICIES, AND CODE APPLICATIONS FOR BUILDINGS ON STATE PROPERTY**

700	General
701	Building Codes and Application of Requirements
702	Accessibility Standards for State Owned Facilities
703	Special Procedures for Asbestos Abatement
704	Special Procedures for Lead Based Paint Abatement
705	Underground Storage Tank Systems & Aboveground Storage Tanks
706	Chesapeake Bay Program
707	Erosion and Sediment Control Requirements
708	Environmental Impact Report
709	Reserved
710	Reserved
711	Reserved
712	Reserved
713	Reserved
714	Reserved
715	Reserved
716	Reserved
717	DEB Roofing Standards for State Buildings
718	Waterproofing and Drainage for Subsurface Structures
719	Reserved
720	Fire Protection Information
721	Fire Detection & Alarm Systems
722	Fire Suppression Systems - Sprinklers
723	Fire Suppression Systems - Clean Agent
724	Sprayed-on Fireproofing Design & Specification
725	Fire and Smoke Dampers
726	Fire Separation for Equipment
727	Fire Pumps
728	Smoke Control Systems
729	Sprinkler Head Database



---

# **CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004**

## **TABLE OF CONTENTS**

---

### **CHAPTER 8: PROJECT DESIGN STANDARDS & REQUIREMENTS**

- 800.0 General
- 801.0 Non-Capital Outlay Construction Projects
- 802.0 Drawing Standards
- 803.0 Specification Standards
- 804.0 Cost Estimate Standards
- 805.0 Design Initiation / Predesign Conference
- 806.0 Schematic Design/Project Criteria
- 807.0 Preliminary Design (Design Development Phase)
- 808.0 Working Drawings Phase (Construction Documents)
- 809.0 Bid Forms and Procedures
- 810.0 Additive Bid Items
- 811.0 Submissions
- 812.0 Reviews and Approvals
- 813.0 Quality Control/Quality Assurance
- 814.0 Value Engineering
- 815.0 Structural and Special Inspections
- 816.0 Commissioning of HVAC Systems

### **CHAPTER 9: DESIGN AND PROCUREMENT CRITERIA, POLICIES & GUIDELINES**

#### **900.0 GENERAL POLICIES**

- 900.1 Design Criteria and Guides
- 900.2 Procurement Criteria and Guides
- 900.3 Proprietary and Restrictive Procurement Procedures
- 900.4 Separate Contracts for Material and Equipment
- 900.5 Approvals, Equals, and Substitutes
- 900.6 Unit Prices
- 900.7 Procurement of Furnishings and Loose Equipment
- 900.8 Built-in Equipment
- 900.9 Plans, Sections and Details of Equipment or Systems
- 900.10 Project Review Entities

#### **901.0 SPECIAL BUILDING PLANNING REQUIREMENTS**

- 901.1 Method of Determining Building Area and Volume
- 901.2 Guidelines for Office Space Planning
- 901.3 Building Efficiency Ratios
- 901.4 Energy Conservation Guidelines for Design and Operation
- 901.5 Leadership in Energy & Environmental Design (LEED)
- 901.6 Design Checklist for Crime Prevention

---

# CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

---

## TABLE OF CONTENTS

---

### **902.0 CIVIL & SITEWORK**

- 902.1 Earthwork
- 902.2 Erosion and Sediment Control Requirements
- 902.3 Rock Excavation
- 902.4 Minimum Standards for Parking Spaces
- 902.5 Policy for Parking Space Planning

### **903.0 CONCRETE**

- 903.1 Special Requirements for Cast-In-Place Concrete

### **904.0 MASONRY**

- 904.1 Special Requirements for Masonry

### **905.0 METALS**

- 905.1 Steel Roof Deck

### **906.0 WOOD & PLASTICS**

- 906.1 Reserved

### **907.0 THERMAL & MOISTURE PROOFING**

- 907.1 Waterproofing & Drainage for Subsurface Structures
- 907.2 Roofing Policy
- 907.3 Reserved
- 907.4 Metal Roofing Policy

### **908.0 DOORS & WINDOWS**

- 908.1 Area of Glass in Exterior Walls
- 908.2 Glazing
- 908.3 Shading
- 908.4 Operable Sash/ Windows

### **909.0 FINISHES - Reserved**

### **910.0 SPECIALTIES - Reserved**

### **911.0 EQUIPMENT - Reserved**

### **912.0 FURNISHINGS**

- 912.1 Guidelines for Selecting Furnishings and Accessories

### **913.0 SPECIAL CONSTRUCTION - Reserved**

### **914.0 VERTICAL TRANSPORTATION**

- 914.1 Elevators

---

# **CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004**

---

## **TABLE OF CONTENTS**

---

### **915.0 MECHANICAL DESIGN STANDARDS**

- 915.1 Building Envelope Design Standards
- 915.2 Heating, Ventilating, and Air Conditioning Design Criteria
- 915.3 Climatic Conditions and Temperatures for Design
- 915.4 Building Energy Requirements
- 915.5 Steam and Hot Water Distribution Systems
- 915.6 Domestic Hot Water Systems
- 915.7 Recording Energy Usage
- 915.8 Building Automation Systems & Procurement Procedures
- 915.9 Piping and Equipment Color Code Schedules
- 915.10 Pressure Vessels
- 915.11 Chemical Cleaning and Chemical Water Treatment of Boilers and HVAC Systems
- 915.12 Chlorofluorocarbon (CFC) Refrigerants
- 915.13 Central Heating Plants - Reserved
- 915.13 Central Chiller Plants - Reserved

### **916.0 ELECTRICAL**

- 916.1 Temporary Electrical Service
- 916.2 Ground-Fault Circuit-Interrupter (GFCI) Protection
- 916.3 Lighting Levels
- 916.4 Energy Efficient Lamps
- 916.5 Energy Efficient Electric Motors
- 916.6 Lightning Protection Systems
- 916.7 Exterior Lighting Systems
- 916.8 Bus Duct Installations
- 916.9 Power Surge and Lightning/Grounding and Protection/Grounding of Electronic Monitoring (Energy) Control Systems (EMCS)
- 916.10 Class 2 and Class 3 Electrical Cables
- 916.11 Telecommunications Cabling Standards
- 916.12 Aluminum Conductors

### **917.0 AGENCY STANDARDS**

- 917.1 Agency Design Standards
- 917.2 Agency Construction Standards

### **918.0 Reserved**

### **919.0 Reserved**

### **920.0 Reserved**

### **921.0 Fire Alarm Systems – Supplement Requirements**

### **922.0 Fire Suppression Systems (Sprinklers) – Supplemental Requirements**

---

# **CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004**

## **TABLE OF CONTENTS**

---

- 923.0 Fire Suppression Systems (Clean Agent) - Supplemental Requirements**
- 924.0 Sprayed-On Fireproofing Design & Specification -Supplemental Requirements**
- 925.0 Reserved**
- 926.0 Reserved**
- 927.0 Fire Pump(s) – Supplemental Requirements**

## **CHAPTER 10: CONSTRUCTION PROCUREMENT & ADMINISTRATION**

- 1001.0 General
- 1002.0 Work Performed by Other Than Public Contract
- 1003.0 Bid Period Activities
- 1004.0 Opening and Evaluation of Bids
- 1005.0 Provisions for Negotiation with a Low Bidder
- 1006.0 Authority to Award a Capital Outlay Project Contract
- 1007.0 Protest of Award or Decision to Award
- 1008.0 Award of the Construction Contract
- 1009.0 Refund of Deposits for Drawings and Specifications
- 1010.0 Construction Contract Administration
- 1011.0 Preconstruction Meeting
- 1012.0 Monthly Pay Meetings
- 1013.0 Other Meetings
- 1014.0 Access to Work
- 1015.0 Authority of Architect/Engineer During Construction
- 1016.0 Schedule of Values and Certificate for Payment
- 1017.0 Inspection of Work
- 1018.0 Documentation of AS BUILT Conditions
- 1019.0 Construction Change Orders
- 1020.0 Inspection for Substantial Completion
- 1021.0 Beneficial Occupancy
- 1022.0 Final Completion Inspection
- 1023.0 Project Close Out
- 1024.0 Record Drawings & Specifications
- 1025.0 Ownership of Documents
- 1026.0 Maintenance and Operating Manuals
- 1027.0 Guarantee Period Inspection
- 1028.0 Start-Up / Acceptance of Mechanical and Electrical Systems

---

# **CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004**

## **TABLE OF CONTENTS**

---

### **Chapter 11: SPECIAL CONSTRUCTION PROCEDURES**

- 1101.0 Design Build Procedures
- 1101.1 Design Build Implementing Instructions
- 1102.0 Construction Management Procedures
- 1102.1 Construction Management Implementing Instructions
- 1103.0 Prequalification Procedures
- 1104.0 Procedures for Competitive Negotiation of Construction Contracts When Authorized

### **Chapter 12: BUILDING OFFICIAL REVIEWS, PERMITS & APPROVALS**

- 1200.0 General
- 1201.0 Building Maintenance Official
- 1202.0 Building Permit Policy
- 1203.0 Annual Permits
- 1204.0 Temporary Structures Permits
- 1205.0 Industrialized Buildings
- 1206.0 Towers
- 1207.0 Other Structures
- 1208.0 Codes and Standards Compliance Disputes
- 1209.0 Delegation of Review Authority

### **CHAPTER 13: MASTER PLANS; SITE AND UTILITY PLANS**

- 1300.0 General
- 1301.0 The Master Plan
- 1302.0 Site and Utility Plans
- 1303.0 Site and Utility Plan Maintenance

### **CHAPTER 14: CAPITAL OUTLAY PLANNING AND PROJECT APPROVAL**

- 1400.0 General
- 1401.0 Capital Project Planning / Budgeting Process
- 1402.0 Capital Outlay Project Implementation Process
- 1403.0 Capital Outlay Project Authorization
- 1404.0 Project Execution
- Figure 1404-1
- Figure 1404-2

### **CHAPTER 15: “CO- ” FORMS INSTRUCTIONS & REQUIREMENTS**

- 1500.0 General
- 1501.0 Capital Outlay Project ‘CO’ Forms
- 1502.0 Annual Permit Authority for Work
- 1503.0 Demolition of Buildings
- 1504.0 Temporary Facilities

---

# **CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004**

---

## **TABLE OF CONTENTS**

---

1505.0 Construction Projects  
1506.0 Building Permits  
1507.0 Change Orders  
1508.0 Building Occupancy  
1509.0 Permit Close Out  
Figure 1501

### **CHAPTER 16: THE BUILDING COMMITTEE**

1600.0 General Requirement  
1601.0 Authority and Purpose  
1602.0 Composition of Building Committees  
1603.0 Qualifications of Members  
1604.0 Building Committees for Small Projects

### **CHAPTER 17: REPORTS**

1700.0 General  
1701.0 Capital Outlay Progress Report

### **APPENDICES**

- A General Conditions of the Construction Contract (Form CO-7) and Standard Instructions to Bidders (Form CO-7A)
- B General Conditions of the Design Build Contract (Form CO-7 DB)
- C Listing of Standard Engineering & Buildings Forms and Formats on DGS Forms Center
- D Basis of Design Narrative and Systems Checklist
- E Cost Estimate Requirements and Format
- F Checklist for Opening Bids
- G Roof Inspection Procedures and Forms
- H Guidelines for Non-Capital Outlay Building Projects
- I Parameters for Calculation of Life Cycle Costs and Energy Analyses
- J Miscellaneous Policies and Memoranda Impacting Design & Construction
- K Construction Change Order Procedure Guidelines
- L Memorandum of Understanding (DGS and DHCD) (Being Revised)
- M Structural and Special Inspections
- N Project Inspection

---

# CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

## TABLE OF CONTENTS

---

O	<u>(Reserved)</u>
P	Building Permit Policy
Q	Quality Assurance Checklists
R	Records Retention
S	AARB Guidelines and Submittal Instructions
T	<u>(Reserved)</u>
U	<u>(Reserved)</u>
V	<u>(Reserved)</u>
W	<u>(Reserved)</u>
X	<u>(Reserved)</u>
Y	<u>(Reserved)</u>
Z	<u>(Reserved)</u>

**INDEX**      ( As Manual is in text searchable “.pdf” format, an Index is unnecessary. )